



Preamble

We, the Student Body of Champlain College, comprised of those undergraduate students paying the SGA student activities fees, establish this Student Government Association to serve as an advocate for students to the Administration, Staff, and Faculty at Champlain College and empower it to effect change on behalf of the students, thereby creating a more inclusive environment and a promising future.

Champlain College Student Government Association Bylaws

Article I. Name

The name of this organization is Champlain College Student Government Association hereinafter referred to as SGA.

Article II. Membership

Section 1. Composition.

The SGA shall be comprised of Student Divisional Representatives and Class Representatives in numbers as set forth in this document, seven (7) officers, and two (2) or more advisors.

A. Representatives. Representatives shall be drawn from the following constituencies:

1. Two (2) Returning Student Divisional Representatives for every academic division.
 - a. When the number of rising sophomore, junior, and senior students in a single academic division exceeds 500, there will be an additional representative position available to that respective division for the spring election. Thereafter, representative positions will be added to an academic division after its enrollment reaches every subsequent interval of 200 (700, 900, etc.).
2. Three (3) Incoming Student Class Representatives from the fall incoming class.
3. One (1) Returning Student Class Representative for every class.
 - a. One representative for the sophomore class, one representative for the junior class, one representative for the senior class.
4. Two (2) Representatives focused in diversity and engagement.

Updated (9/30/19)

- a. One (1) Academic Diversity Representative to serve with the Divisional Representatives.
- b. One (1) Campus Engagement Representative to serve with the Class Representatives.

B. Advisors.

Advisors shall be faculty or staff elected by each new SGA Cabinet at its first meeting. Advisors shall be non-voting members of SGA and shall not count toward the determination of quorum.

Section 2: Election of Representatives

A. Academic Representatives

1. **Qualifications.** Academic Representatives must fulfill the following to apply to hold office:
 - a. Matriculate on the Burlington campus for the academic year of their term of office
 - b. Maintain a CGPA of at least 2.50 throughout their term of office
 - c. Be free from record of disciplinary probation
 - d. Maintain good disciplinary standing as determined by the Office of Community Standards throughout their term of office
2. **Timing.** Academic Representatives shall be elected no later than the 11th week of the spring semester.
3. **Determination.** The number of Academic Representatives equal to the divisional allotment shall be selected from those candidates receiving the highest number of votes in their respective divisions. The Academic Diversity Representative shall be elected by plurality vote of the undergraduate student body.
4. **Term of Office.** The term of office shall begin at the last regularly scheduled meeting of the House of Representatives during the month of April, and continues through the first regularly scheduled meeting of the House of Representatives during the following April or until a successor is elected and installed.
5. **Vacancies.** A vacancy in the office of Representative shall be filled by the candidate who receives a majority vote of the House of Representatives. This vote must occur at a regular or special meeting for which notice of the vacancy has been given to the returning students in that professional academic division.

B. Community Representatives

1. **Qualifications.** Community Representatives must fulfill the following to apply to hold office:
 - a. **Incoming Student (First-Year) Representatives**
 - 1) Be full-time students in the incoming fall cohort, including transfer students
 - b. **Upper Class Student (Sophomore, Junior, Senior) Representatives**
 - 1) Matriculate on the Burlington campus for the academic year of their term of office

- 2) Have been regularly enrolled at the College for a minimum of two semesters
- 3) Maintain a CGPA of at least 2.50 throughout their term of office
- 4) Maintain good disciplinary standing as determined by the Office of Community Standards throughout their term of office

c. Campus Engagement Representative

- 1) Matriculate on the Burlington campus for the academic year of their term of office
 - 2) Have been regularly enrolled at the College for a minimum of two semesters
 - 3) Maintain a CGPA of at least 2.50 throughout their term of office
 - 4) Maintain good disciplinary standing as determined by the Office of Community Standards throughout their term of office
2. **Timing.** Students shall elect their Community Representatives with the exception of First Year Representatives no later than the 11th week of the Spring semester. First year Representatives shall be elected no later than the 4th week of the following Fall Semester
 3. **Determination.** The three (3) Incoming Student Representative candidates receiving the most votes from their class during this election shall be elected. In each of the sophomore, junior, and senior classes, the one (1) candidate to receive the most votes from their respective class shall be elected. The Campus Engagement Representative shall be elected by plurality vote of the undergraduate student body.
 4. **Term of Office.** The term of office begins immediately following election and continues through the last regularly scheduled meeting of the House of Representatives in that academic year.
 5. **Vacancies.** A vacancy in an office of Community Representative shall be filled by the candidate who receives a majority vote of the House of Representatives. This vote must occur at a regular or special meeting for which notice of the vacancy has been given to the constituency in which the vacancy exists.

Article III. The House of Representatives

Section 1. Duties of Representatives. Representatives shall:

1. Attend meetings of the House of Representatives.
2. Abide by the SGA Standing Rules.
3. Engage and communicate with their constituents throughout each semester.
4. Serve on institutional committees as requested.
5. Participate in training or retreats scheduled by the Cabinet.
6. Detailed information on the tasks and duties of the Representatives may be found in the Standing Rules

Section 2. Responsibilities

The following legislative powers are vested in the House of Representatives . The power to:

1. Propose changes to the SGA student activities fee.

2. Approve budgets and appropriations for the SGA and its recognized clubs.
3. Approve or deny SGA Grant proposals.
4. Confirm appointments made by the President of the SGA.
5. Propose legislative acts and resolutions.
6. Appoint three (3) SGA members, at least one of which must be a Representative, to serve on the College Council each year after the Class Representatives have been elected.
7. Recruit and elect two (2) students not otherwise involved in the SGA to serve on the College Council each year.

Section 2. Meetings.

Meetings of the House of Representatives are open to the public, except during the deliberation of some legislative acts as established by the House Standing Rules.

- A. **Regular Meetings.** The House of Representatives shall meet weekly during the academic year during a time in which no classes are scheduled. The House of Representatives shall approve a meeting schedule for the subsequent academic year at their initial meeting and shall be posted by the first day of classes of the academic year.
- B. **Special Meetings.** The President, The Vice President, or any four (4) other members of the House of Representatives may call a special meeting with at least three (3) days notice to the Representatives by telephone, in writing, or by electronic means.
- C. **Quorum.** Seventy-five percent (75%) of members of the House of Representatives shall comprise a quorum.

Section 3. Compensation.

Each member of the House of Representatives shall be entitled to compensation, as recommended to the President of the College and Vice President of Student Life by the Standing Rules Committee no later than the end of the fall semester of the prior year. Further details may be found in the SGA's Standing Rules.

Article IV. Officers

Section 1. Composition.

The Officers of the SGA shall be a President, Vice President, Director of Finance, Director of Operations, Director of Clubs, Director of Communications, and Director of Diversity and Engagement.

Section 2. Election.

- A. **General Qualifications.** In order to apply to hold an office in the Cabinet, a student must:
 1. Have been enrolled at the college for at least three semesters OR be currently serving in their second semester of SGA office
 2. Matriculate on the Burlington campus for the academic year of their term of office
 3. Maintain a CGPA of at least 2.50 throughout their term of office
 4. Be free from record of disciplinary probation and maintain good disciplinary

standing as determined by the Office of Community Standards throughout their term of office

B. Timing and Determination.

1. **Elections.** The President and Vice President shall be elected by plurality vote of the undergraduate student body no later than the 10th week of the spring semester.
2. **Appointment of the Cabinet.** The President shall nominate individuals for the offices of Director of Finance, Director of Operations, Director of Clubs, Director of Communications, and Director of Diversity and Engagement and submit the names and qualifications of the individuals to the House of Representatives for approval at its first regular meeting.

C. Term of Office.

1. **Elected Officers:** The terms of office for President and Vice President shall begin within a week of their election and shall continue either through the last regularly scheduled meeting of the Cabinet, the following spring or until a successor is installed.
2. **Appointed Officers:** The terms of office for appointed officers shall begin immediately following their confirmation by the House of Representatives and shall continue either through the last regularly scheduled meeting of the House of Representatives for that administration or until a successor is installed.

D. Vacancies.

1. **Elected Officers:** A vacancy in the office of President shall be filled by the individual holding the office of Vice President at the time the vacancy occurs. A vacancy in the office of Vice President shall be filled by the candidate who receives a majority vote of the House of Representatives. This vote must occur at a regular or special meeting for which notice of the vacancy has been given to the student body.
2. **Appointed Officers:** A vacancy in the office of an appointed SGA officer shall be filled through nomination by either the President or the overseeing Director and approval by the House of Representatives at its next regular meeting occurring after the vacancy has been announced.

Section 3. Duties of Officers.

A. President. The President shall:

1. Chair meetings of the Cabinet.
2. Serve as liaison to administration on behalf of the SGA.
3. Report on the SGA's state of affairs to the Champlain College President's Cabinet twice each year.
4. Serve as an ex-officio member of all SGA committees.
5. Approve expenditures in the absence of the Director of Finance.

6. Nominate candidates for the offices of Director of Clubs, Director of Communications, Director of Finance, Director of Operations, Director of Diversity and Engagement

B. Vice President. The Vice President shall:

1. Chair meetings of the House of Representatives.
2. Chair the Standing Rules Committee.
3. Provide the Cabinet with action reports following House of Representatives meetings as necessary.
4. Serve as Vice Chair of the College Council.
5. Chair Cabinet meetings in the absence of the President.
6. Succeed to the office of President should the office be vacated.

C. Director of Finance. The Director of Finance shall:

1. Chair the Finance Committee.
2. Propose and manage the SGA budget.
3. Approve expenditures, including those for grants and club budgets awarded by the House of Representatives.
4. Provide monthly budget updates to both the Cabinet and the House of Representatives.
5. Delegate tasks and projects to the Deputy Director of Finance, should one be appointed.

D. Director of Operations. The Director of Operations shall:

1. Coordinate SGA Storage
2. Schedule meetings for the House of Representatives and Cabinet.
3. Record minutes at meetings of the House of Representatives and Cabinet.
4. Manage the SGA mailbox.
5. Serve as office manager.
6. Chair the Spring and Fall Elections Committee

E. Director of Clubs. The Director of Clubs shall:

1. Coordinate with SGA-funded clubs.
2. Coordinate with the Director of Finance for finance related issues.
3. Maintain detailed club information (list of approved clubs, approval documents, attendance, rosters, etc.).
4. Provide monthly reports to both the Cabinet and House of Representatives.
5. Coordinate training for club leaders once per semester.

F. Director of Communications. The Director of Communications shall:

1. Maintain and update the SGA website and social media pages.
2. Publicize the actions and procedures of the SGA through maintaining digitally published archives.
3. Promote elections at the direction of the corresponding committees.
4. Manage the SGA email.
5. Delegate tasks and projects to the Deputy Director of Communications, should one be appointed.

G. Director of Diversity and Engagement

1. Provide guidance to the House of Representatives and Cabinet on matters of diversity and inclusion to ensure that advocacy remains a primary focus of the organization.
2. Facilitate and encourage engagement between SGA representatives and their respective constituencies as specified in the Standing Rules.
3. Meet regularly with organizations on campus that serve students of diverse identity groups.
4. Provide monthly reports on the state of diversity and inclusion on campus to the House of Representatives and the Cabinet.
5. Chair the Diversity and Engagement Committee.

Article V: The Cabinet

Section 1. Responsibilities of the Cabinet

The Cabinet shall execute the decisions of the House of Representatives, support the operations of the SGA, advocate for the interests of the student body, and liaise with College administration.

Section 2. Meetings.

- A. **Regular Meetings.** Officers shall meet weekly during the academic year during one of the scheduled free blocks of time unless otherwise determined by the Cabinet.
- B. **Special Meetings.** The President or any two other members of the Cabinet may call a special meeting with at least three (3) days notice to other members of the Cabinet by telephone, in writing, or by electronic means. The business of the meeting shall be stated in the notice.
- C. **Quorum.** Five (5) Officers shall comprise a quorum.

Section 3. Compensation.

Each SGA Officer shall be entitled to compensation, as recommended to the President of the College and Vice President of Student Life by the Standing Rules Committee no later than the fall term of the prior year. Further details may be found in the SGA's Standing Rules.

Article VI. Committees

Section 1. Standing Committees.

- A. The SGA shall have the following standing committees: Finance Committee, Standing Rules and Bylaws Committee, Fall Election Committee, Spring Elections Committee, and Diversity and Engagement Committee.

B. Duties of Standing Committees.

1. **Finance Committee.** The Finance Committee shall be responsible for the allocation of club funds. It shall be chaired by the SGA Director of Finance. It shall be comprised of two (2) Divisional or Class Representatives, two (2) club representatives, the Director of Clubs, and a faculty or staff member serving as a non-voting advisor.
2. **Standing Rules Committee.** The Standing Rules Committee shall be responsible for the

review of the SGA Standing Rules and College policies and the compensation schedules for the Cabinet and the House of Representatives. It shall be comprised of at least five (5) Representatives and one of the SGA advisors and chaired by the SGA Vice President.

3. **Fall Elections Committee.** The Fall Election Committee shall be responsible for planning and implementing the fall election. The fall election shall elect the First Year Class Representatives and shall conclude by the 5th week of the fall semester. It shall be formed at the first meeting of the newly elected House of Representatives in the spring semester and shall be comprised of at least three (3) SGA members.
 4. **Spring Elections Committee.** The Spring Elections Committee shall be responsible for planning and implementing the spring elections. The spring elections shall elect the President, Vice President, Community Representatives with the exception of First Year Representatives and Divisional Representatives, and shall conclude by the 11th week of the spring semester. It shall be formed no later than the last meeting of the fall semester. It shall be comprised of at least five (5) SGA members and shall also be open to Champlain community members. It may only include members as specified above who are not running for office in the spring elections.
- C. **Subcommittees.** Standing committees are established with the power to appoint such subcommittees as are required to carry out responsibilities.
- D. **Reporting.** Standing committees shall report as necessary, or as called upon to do so by the House of Representatives. Committees do not have the power to act on their own.

Section 2. Special Committees.

The SGA may establish special committees to assist in the discharge of its responsibilities, undertaking special charges which do not fall within the purview of standing committees. These committees, once formed, shall have a finite lifespan and shall observe the same operational procedures as specified for standing committees.

Article VII. Parliamentary Authority

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the SGA may adopt.

Article VIII. Amendment

Section 1. Amendments. These bylaws may be amended by a three-quarters (3/4) vote of the House of Representatives at any regular meeting of the House of Representatives provided the amendment has been announced to the student body at least thirty (30) days prior to the meeting in which it is considered. The notice shall include the complete text of the proposed amendment. A comprehensive review of the bylaws should occur at least once every two years.

Section 2. Effective Date.

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.